

## CHARTER OF THE CITY OF SAN DIEGO

# Section 81

### **1. Original Charter section approved by voters April 7, 1931**

Section 81. ALLOTMENTS. The Manager shall require the administrative heads of all Departments to submit to him, immediately after the adoption of the Annual Appropriation Ordinance, a work program for the budget year, which program shall include all appropriations for operation and maintenance expenditures and for the acquisition of property and shall show the requested allotments of all appropriations by quarters for the entire year. The Manager shall review the requested allotments of each Department and if necessary revise, alter, or change such allotments before approving the same. The aggregate of such allotments shall not exceed the total appropriations available for the Department for the budget year. The Manager shall transmit a copy of the approved allotments to the Head of the Department and also a copy to the Auditor and Comptroller who shall authorize the expenditures to be made from the appropriations on the basis of such allotments, and not otherwise unless there shall be a balance carried over from a preceding allotment period or unless an additional appropriation or transfer has been made by the Council. The head of each Department may request the Manager to approve a revision of the work program at the beginning of any quarter during the fiscal year and such approval shall be transmitted to the Department Head and the Auditor and Comptroller. The Manager may require that each Department set up a reserve in the original allotments of at least five per cent of the total appropriation of the Department or Divisions thereof. At any time during the fiscal year, this reserve or any portion of it, may be returned by the Manager to the original appropriation to which it belongs and added to any allotment and any unused portion shall remain as an unexpended balance at the end of the budget period. The Council may provide for the creation of revolving funds or of seasonal expenditures for any Department and such funds shall not be subject to the allotment method of distribution.

### **2. Amendment voted 11-04-1969; effective 01-29-1970**

#### **Section 81: Allotments**

The Manager shall be responsible for establishing internal budgetary allotments based on the allocations contained in the annual appropriation ordinance for each department of the City.

### **3. Repeal voted 06-07-2016; effective 07-18-2016**